Registration for CPAC courses is performed online in the Civilian Human Resources Training Application System (CHRTAS). If you would like to register for any of the classes listed below, simply print a copy of this page to follow the process and click on this link:

https://www.atrrs.army.mil/channels/chrtas/default.asp

PROCESS FOR REGISTERING

- In the center of the page, under the logo, see PLEASE SIGN IN BELOW.
- Click on the arrow to select your category: Category to select is ARMY.
- See SIGN IN OPTIONS: Sign in using one of the three options (CAC, AKO, DOB&SSN).
- You will be asked to verify your data. Click OK, then Click CONTINUE.
- If you have not previously created a Student Profile, or you need to update your profile, Click on CREATE/UPDATE STUDENT PROFILE and complete the personal information on the student form.
- Click CREATE/UPDATE CHRTAS RECORD.

TO REGISTER FOR A CLASS

- After you log on using the instructions above, See Student Functions - Click on APPLY FOR TRAINING.
- Complete Step 1 and Step 2.
- Next, Use the Drop Down Arrow to select region (0106 - CHRA - South Central Region)
- Again, use the next Drop Down Arrow to find the course. (Courses are in alphabetic order)
- Click on the course (for example, HR Tools for Supervisors) Click on Fort Bragg, NC (0106) This will show you the dates of the classes at Ft Bragg.
- Click on the Course No. to select the class you want to attend.
- This will bring you to your Student Profile to review one more time. After you review your student profile, you will see SUBMIT THIS APPLICATION at the bottom of the page.
- Click on Submit this Application.
- You are finished. You will receive an email informing you if you have been selected to attend the class.

UPCOMING TRAINING

LABOR/MER TOOLS FOR SUPERVISORS
1-2 AUG 07
14-15 NOV 07 (FY08)

HR TOOLS FOR SUPERVISORS
10-12 SEP 07

DA HR for Supervisors (FY08)
1-5 OCT 07

NSPS HR Elem/Perf Mgt for Supervisors
Aug 14-15 (CPAC Trng Room)
Sep 18-19 (CPAC Trng Room)
FY08:
Oct 17-18 (Moon Hall)
Nov 13-14 (Moon Hall)
Dec 6-7 (Moon Hall)

NSPS HR Elem/Perf Mgt for Employees
Aug 16 (CPAC Trng Room)
Sep 20 (CPAC Trng Room)
FY08:
Oct 15 (Moon Hall)
Nov 15 (Moon Hall)
Dec 3 (Moon Hall)